



## MEMORANDUM

**Date:** December 24, 2015

**To:** ECOS Department Admin users  
Department HR Teams

**From:** Gina Forman, Manager  
ECOS Project

**Subject:** ECOS Phase 3A Preparation Instructions for Departmental Admins

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The California Department of Human Resources (CalHR) is pleased to announce the upcoming release of CalCareer Account and implementation of Phase 3A (P3A) for the Examination and Certification Online System (ECOS) Project on January 15, 2016. The implementation will require a transition period beginning on December 31, 2015, ending by midday January 15, 2016. The transition period is further divided into 3 stages:

1. Dusk Days: 12/31/15, 5:00PM – 1/6/16, 11:00AM
2. Twilight Days: 1/6/16, 11:01AM – 1/12/16, 5:00PM
3. Dark Days: 1/12/16, 5:01PM – 1/14/16, 5:00PM

Further details of each stage and general implementation is outlined in the ECOS Phase 3A & CalCareer Account Implementation Details Memo.

Below are the outlined responsibilities of the Department Admin(s) listed in ECOS for each Department. It is critical the below tasks are completed timely to ensure your Department's ability to complete work required functions in ECOS in January.

- ♦ Task A can and should be done immediately.
- ♦ Task B is the next priority and may be done at this time.
- ♦ Task C may not be done until Task B is completed and the Twilight Days begin.

If your Department processes for other Departments/Subdivisions, you must also do the tasks outlined below for each Department/Subdivision, as well.

## Departmental Admin Preparation Tasks

- 1) Review all of the ECOS Users with access for your Department.
  - a) Remove access from users who should not have access (e.g. left department, or change of job duties).
  - b) Ensure you have a current signed Security Form for each employee with access.
  - c) Grant the appropriate P3A User Group access (available now) to your HR and Liaison staff who should be involved in recruitment activities for your Department.
    - i) The ECOS P3A Permission Calculator is available to assist in determining the access to grant employees. This tool is available in the Grapevine with the memos regarding ECOS P3A.
    - ii) Failure to grant access timely may delay or prevent P3A training for HR staff.
- 2) Gather Departmental information needed for Implementation:
  - a) HR Contact Information (e.g. Personnel Officer or an HR Manager with Exam/Cert responsibilities):
    - i) Name
    - ii) Phone Number
    - iii) Email
  - b) EEO Contact Information (either an individual's name, or a general office title):
    - i) Name (e.g. John Smith, or EEO Officer)
    - ii) Phone Number
    - iii) Email (e.g. [JSmith@XXX.Ca.Gov](mailto:JSmith@XXX.Ca.Gov), or [EEO@XXX.Ca.Gov](mailto:EEO@XXX.Ca.Gov))
  - c) SCO Department Code(s) assigned to your Department. This is the 3 digit code that is the first section of the Department's position numbers.
- 3) As soon as Twilight Days begin, access your Department Reference Data in ECOS (via Library, Department, and accessing your Department Code). Review the data listed for accuracy. Update the Department Data accordingly, including the following:
  - a) HR Contact
  - b) EEO Contact
  - c) SCO Department Codes

Please direct your questions to your assigned CalHR Analyst/Technician or email [onlineconsult@CalHR.ca.gov](mailto:onlineconsult@CalHR.ca.gov) with a subject line of "P3A – Dept Admin"